

PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: . Distribution
From: . Lewis Cummings *Lewis*
Subject: . Document Retention Program - Status Report

Date: January 27, 1989

This report is issued in response to inquiries received regarding the status of the Records Retention project.

On December 30, 1988 Mr. Tom Slater of Hunton and Williams issued an interim report to Fred Newman in the New York Legal Department. This report provided a general overview of the survey findings and recommended a series of steps needed to develop a comprehensive records retention program for Philip Morris USA. Mr. Newman has since then approved these recommendations.

Mr. Slater's staff is now in the process of coding and sorting data collected during the survey. When this is completed they will begin drafting Records Retention Schedules. During this process, attorneys at Philip Morris and Hunton & Williams will research the legal requirements of our documentation. Upon completion of the required research, recommended Retention Schedules will be issued.

The Task Force that participated during the survey will then recommend retention periods based on operational or business requirements for each functional area. These schedules will be finalized and sent to Mr. Newman in the New York Legal Department for approval. When approval is obtained we will move into the next phase of this project which is implementation.

To give a ballpark idea of the time frames we are looking at for the completion of this project, I have attached a project schedule of activities. At this time the schedule is both speculative and tentative.

If you have any questions or require clarification of the above please let me know.

Attachment

cc: B.J. Case

Distribution

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